

Solicitation Number 06-0006-03

Post-Award Administration and Program Support Services for the Office of Naval Research for the Acquisition Directorate, University Business Affairs (Code BD024)

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0006 - Information Technology Support Services are due by 2:00 PM (local), Thursday, 08 December 2005.

1.0 Background

The Office of Naval Research (ONR), University Business Affairs, Code BD024, performs post award administration services on contacts and grants with universities and selected non-profit organizations. These services include such functions as payment administration, closeout, purchasing system reviews, negotiation of indirect cost rate agreements, quality assurance, and other efforts needed to facilitate performance under awards to those institutions. ONR performs these functions for all Department of Defense (DoD) components and on a reimbursable basis for the National Aeronautics and Space Administration (NASA) and other government agencies. This service is performed in the five regional office locations in the United States: Atlanta, Georgia; Boston, Massachusetts; Chicago, Illinois; San Diego, California; and Seattle, Washington. Though not a part of BD024, an additional user of BD024 automated post award systems is located at ONR Headquarters in BD025, Arlington, Virginia. These users perform functions related to the administration of the Navy's only Federally Funded Research and Development Center (FFRDC), the Center for Naval Analysis (CNA). Further information may be found at: <http://www.onr.navy.mil/02/024/>.

This is a continuing requirement. The incumbent is BinTech, Inc. and the contract number N00014-02-C-0227.

2.0 Statement of Work

2.1 Objective

ONR has a follow-on requirement for systems engineering and technical assistance support services for ONR's post award contract and grant management systems – CAMIS (Contract/Grant Management Information System), PayWeb/EDI-EFT – ONR's electronic bill paying system, AdminWeb – Expiring awards tracking system and electronic submission of final technical reports, DoD's Wide Area Work Flow (WAWF) system, electronic document storage and workflow system to include the self-executing procedures for post award administration and program support.

The Offeror shall provide program management, software engineering and technical support of automated systems to include the analysis, design, development, testing, and implementation of enhancements/upgrades to information technology systems used in the post award business processes. Most of these systems were developed for ONR Code BD024. These systems must be enhanced and maintained to ensure accountability for federal funds being spent.

2.2 Scope

The Offeror shall provide systems engineering and technical assistance support services for ONR's post award contract and grant management system (CAMIS), CAMIS Toolbox Extensions, DoD's electronic bill paying systems PayWeb/EDI/EFT/WAWF and for other applications necessary for post award administration.

Task 1 – CAMIS Enhancements. The Offeror shall provide project management, software engineering, and technical support to the program manager and the FAST (Field Automation Support Team) committee on behalf of ONR BD024, for the implementation and maintenance of changes to CAMIS. The changes will enhance usability, automate additional business processes, increase standardization, and increase training opportunities in support of changing regulatory or policy requirements.

Task 2 – CAMIS Extensions – CAMIS Toolbox and Other Applications. Provide project management support, software engineering, and quality control as needed to implement field-wide CAMIS Extensions which further automate expenditure rate monitoring, report deliverables collection, and contract and grant closeout. The Offeror shall enhance CAMIS Extensions which were developed using custom tailored software applications (MS-Access/Visual Basic/Oracle software for performance optimization, upgradeability, and user interface improvements. The Offeror shall provide maintenance of existing developed programs based on CAMIS Toolbox applications. This shall include the following:

(a) Maintain CAMIS Toolbox for Access and the associated batch files for approximately 54 Access Reports and approximately 25 Access Databases utilized by the overnight batch process.

(b) Transfer associated reports from Microsoft Access to Discoverer as requested. Maintenance also includes CAMIS Toolbox on the Web.

(c) Create ad-hoc reports for ONR Code BD024 field and Headquarters personnel for items such as: one time queries, spreadsheets, reports, charts or data cleanup identification.

Task 3 – PayWeb/EDI-EFT/WAWF Project. The Offeror shall provide program management, software engineering and technical support for the PayWeb/EDI-EFT/WAWF electronic bill paying systems, CAMIS enhancements, and following the configuration control process. This support shall include the following:

(a) Comply with PL 508 Accessibility.

(b) EDI/EFT Transaction Processing Via PayWeb and WAWF.

(c) Develop CAMIS enhancements to support PayWeb/EDI-EFT/WAWF system requirements necessitated by changing regulatory or policy requirements such as the implementation of WAWF system.

(d) Provide implementation coordination Defense Finance and Accounting Service (DFAS), Defense Information Systems Agency (DISA), DoD customer activities and research performers for any changes to the PayWeb/EDI-EFT/WAWF systems. This includes the coordination of the transition of performer trading partners in current EDI-EFT/PayWeb

systems to either PayWeb or WAWF electronic bill paying systems and tracking status of PayWeb or WAWF implementation at new institutions.

(e) Maintain the software application configuration control process in accordance with applicable DoD regulations (if appropriate) and established commercial practices. Act as BD024 representative on the configuration control board with members from ONR, DFAS, DISA, and other DoD customer activities. This process shall allow for the coordination of any changes to the components of the EDI-EFT/PayWeb/WAWF electronic bill pay systems.

Task 4 – Enhancement to Capabilities for Payment. The Offeror shall provide program management support, analysis, design, development, test, and implementation of PayWeb enhancements to the DoD bill paying system. These changes include enhanced cash management/expenditure rate oversight capabilities and automated reconciliation capabilities.

Task 5 – DoD Electronic Award Receipt. The Offeror shall provide support for the automated receipt into CAMIS of electronic awards and award modifications. Using EDI 850/860 or XML equivalent data transaction sets, work with DoD research activities, such as, Army Research Office to implement an automated process for the distribution and receipt of new awards and modifications. Make changes to CAMIS as necessary to ensure a robust business process with a very low fault rate, as well as the capability for users to review incoming awards/modifications, add additional information, and provide feedback to the award activity.

Task 6 – AdminWeb. The Offeror shall provide program management, software engineering and technical support and implement enhancements.

Task 7 – AdminWeb Maintenance. The Offeror shall provide software maintenance and technical support.

Task 8 – Upgrade Application Software. The Offeror shall provide project management, software engineering, and technical support to test, implement, and provide maintenance support to upgrade CAMIS as changes occur in the ONR Information Technology Infrastructure, such as changes in LAN, Citrix/Nfuse, server or workstation hardware or software. For example, upgrade Application Software to accommodate the use of WAWF, Discoverer or Navy Marine Corps Intranet (NMCI) affecting CAMIS, PayWeb, AdminWeb, and Toolbox.

Task 9 – CAMIS/PayWeb/AdminWeb Customer Support. The Offeror shall coordinate with ONR 06, the Chief Information Officer, to identify, track, and resolve system errors and to control/fix user errors. This task includes the procurement of necessary customer support from subcontractors/software vendors.

Task 10 – Help Desk Support. The Offeror shall support the ONR Help Desk/ Information Client Services (ICS)/INRIS/NAVRIS Team with one programmer to handle Field and Headquarters calls related to CAMIS/PayWeb/AdminWeb/Toolbox. The individual shall be assigned to ONR Code 06. Functions to be performed shall consist of receiving all calls/inquiries, tracking all calls/inquiries from receipt to resolution, problem analysis and resolution, where possible; coordination with analysts/project manager on problems which cannot be resolved; and providing recommendations for long-term improvements to eliminate problems.

Task 11 – ONR Online Projects. The Offeror shall provide program management, software engineering, and technical support and implement enhancements for ONR Online Projects such as tasks associated with Common Access, NMCI, making provisions for use of ONR On-line by other DoD Components or Federal Agency Customers, interface planning with Grants.Gov or efforts in conjunction with the DoD Business Management Modernization Program (BMMP) or the Office of Management and Budget's Grants Management Lines of Business (GMLOB) efforts.

Task 12 – ONR Online Projects Maintenance. The Offeror shall provide software maintenance and technical support for ONR Online Projects.

2.3 Technical Tasks/Requirements

The contractor shall provide the following services:

- Provide software maintenance, support, operate and maintain the systems and databases: CAMIS, CAMIS Toolbox, PayWeb/EDI-EFT, AdminWeb and the electronic document storage and workflow system to include self-executing procedures in the current programming level. Upgrade the software as necessary to maintain robust operations.
- Provide enhancements to all systems and databases as directed by the FAST Team and the Contracting Officer's Representative.
- Provide helpdesk support for all the following systems and databases: CAMIS, CAMIS Toolbox, PayWeb/EDI-EFT, AdminWeb and the electronic document storage and workflow system.
- Assign and maintain user ids and passwords to ONR personnel for CAMIS, PayWeb and AdminWeb systems.
- Assign and maintain user ids and passwords to research performers for the PayWeb and AdminWeb systems.
- Provide program management, software engineering, software maintenance and technical support and implement enhancements for ONR online projects.

2.4 Reports Data and Other Deliverables

2.4.1 Requirements Documentation and Test Plan Report. The contractor shall provide Requirements Documentation and Test Plans report. The report shall include the following information: original requirements, source code and tests plans. The following process shall be followed:

In the event of software upgrades or changes to the current software the configuration control process required as outlined by the ONR CIO's office, Code 06 shall be followed. Documentation regarding the upgrades or software shall be uploaded to the ONR Hopper system before the deliverable is presented to the Government for acceptance. Requirements documentation and test plans shall be uploaded and maintained in the ONR Hopper system. Software shall be tested by the Offeror at the Offeror's facility and on the ONR Network before it is accepted by the Government. Software must be able to function as designed via a Citrix interface on an NMCI workstation. Minimal fault rate is expected.

Offerors will need to explain the following:

- (a) Proposed methodology for the Configuration Management (CM) Control
- (b) What CM tools will be used
- (c) Explain how the CM tools are managed
- (d) Explain version control over the source code
- (e) Proposed methodology for development and how ONR will play a role in the methodology
- (f) Offeror shall move the source code to the ONR network and retain a copy at the Offeror's facility.

2.4.2 Monthly Progress and Status Reports. The contractor shall provide monthly progress and status reports no later than the 28th of each month. The reports shall include the hours and cost charged against the contract per individual on the contract along with a discussion of specific work items accomplished during the reporting period and a forecast of work products for the coming month. Contractor format is acceptable.

2.4.3 Other Report(s). The contractor shall provide other reports and documentation as agreed to by the Government and Contractor. Contractor format is acceptable.

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Offeror shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as ORACLE 9IAS, ORACLE Designer 2000, JAVA, ORACLE Web Forms, Oracle Discoverer, Visual Basic, Citrix NFUSE, LiveLink, Microsoft Access, Word, Project, Excel, PowerPoint.

3.1.2 Program Manager or Equivalent should have at least a Bachelor's degree from an accredited college or university and ten (10) years of experience in software and database application development for the planning, coordination, control, and review of all aspects of the project. The candidate should have excellent skills interfacing with clients, hiring of qualified personnel, and tracking project costs and schedules. Candidate should have demonstrated competence in requirements analysis and the design and development of information management systems. Ensures that team members have appropriate resources to perform their jobs and the customer requirements are met. The candidate should have the ability to effectively manage the project with an overall low fault rate. Effective written and oral communications skills required.

3.1.3 Senior Systems Analyst/Programmer Level V or Equivalent should have at least a Bachelor's degree from an accredited college or university and ten (10) years of experience in software and database application development. Ten (10) years of experience in systems analysis and programming. The candidate should have excellent skills in report databases and web interfaces. Candidate should have demonstrated competence in developing report databases at system level. The candidate should have the ability to effectively perform systems analysis and programming with a low fault rate when the programming effort is delivered to the government. Effective written and oral communications skills required.

3.1.4 Systems Analyst/Programmer Level IV or Equivalent should have at least a Bachelor's degree from an accredited college or university and 7-8 years of experience in software and database application development. The candidate should have excellent skills in software or database architect and serving as a project leader. Candidate should have demonstrated competence in writing detailed program specification at the subsystem/system level. The candidate should have the ability to effectively conduct user inquiries and participate in sessions for the development of system requirements and specifications using automated tools at the system level. Effective written and oral communications skills required.

3.1.5 Systems Analyst/Programmer Level III or Equivalent should have at least a Bachelor's degree from an accredited college or university and 5-6 years of experience in software and database application development. The candidate should have excellent skills in writing detailed program specifications at the subsystem/system level. Candidate should have demonstrated competence at subsystem or medium system level. Candidate should be able to handle a major portion of the overall project or a functional aspect of the project. The candidate should have the ability to effectively serve as team member, team leader or technical lead. Effective written and oral communications skills required.

3.1.6 Systems Analyst/Programmer Level II or Equivalent should have at least a Bachelor's degree from an accredited college or university and 3-4 years of experience in software and database application development. The candidate should have excellent skills in implementing new or modifying applications by applying structured analysis and design methodologies. Candidate should have demonstrated competence at module, subsystem or small system level. Candidate should be able to construct test data, testing and debugging programs, and analyzing test results at the subsystem or small system level. The candidate should have the ability to effectively serve as team member. Effective written and oral communications skills required.

3.1.7 Systems Analyst/Programmer Level I or Equivalent should have at least a Bachelor's degree from an accredited college or university and 1-2 years of experience in software and database application development. The candidate should have excellent skills in implementing new or modifying applications based on detailed program specification. Candidate should have demonstrated competence at module level development. Candidate should be able to construct test data, testing and debugging programs, and analyzing test results at the subsystem or small system level. The candidate should have the ability to effectively serve as team member. Effective written and oral communications skills required.

3.2 Level of Effort

3.2.1 The level of effort has been estimated for the proposed contract. Both a twelve (12) month base period and four twelve (12) month option periods have been defined. Total potential period of performance with options is sixty (60) months.

3.2.2 Base Period. The base period of performance will be from time of award through twelve (12) months thereafter. The level of effort anticipated for this period is approximately four (4) man-years at an average rate of approximately 667 hours per month. A summary of the labor categories and the total anticipated annual hours for the base year for this effort is provided below.

Labor Category	Hours Per Year
Program Manager	500
Senior Systems Analyst/Programmer Level V	2,000
Senior Systems Analyst/Programmer Level IV	1,000
Senior Systems Analyst/Programmer Level III	2,000
Senior Systems Analyst/Programmer Level II	2,000
Senior Systems Analyst/Programmer Level I	500
Total	8,000

NOTE: 2,000 hours are equivalent to one (1) man-year

3.2.2 Option Periods. The period of performance for each option year will be from time of option exercise through twelve (12) months thereafter. The level of effort anticipated for this period is approximately four (4) man-years at an average rate of approximately 667 hours per month. A summary of the labor categories and the total anticipated annual hours for the base year for this effort is provided below.

Labor Category	Hours Per Year
Program Manager	500
Senior Systems Analyst/Programmer Level V	2,000
Senior Systems Analyst/Programmer Level IV	1,000
Senior Systems Analyst/Programmer Level III	2,000
Senior Systems Analyst/Programmer Level II	2,000
Senior Systems Analyst/Programmer Level I	500
Total	8,000

NOTE: 2,000 hours are equivalent to one (1) man-year

3.2.3 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 Order Details

4.1 Contract Type. The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance. The period of performance for the base period is from time of award through twelve (12) months thereafter. The period of performance for each option year is from the time of option exercise through twelve (12) months thereafter.

4.3 Other Direct Costs (ODCs)

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed (NTE) \$10,000.00 per year. This NTE amount should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

4.3.1 Travel and Per Diem. Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Offeror's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Offeror's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.3.2 Other Direct Costs (Other than Travel and Per Diem). ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3.

4.4 Place of Performance. Most work will normally be performed at the Offeror's facilities, with the exception of the Systems Analyst/Programmer IV will be performed at the Chicago ONR Regional Office, Chicago, Illinois/ONR Headquarters.

4.5 Government Furnished Resources (GFR). The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services. The facilities required to perform the tasks outlined in the Statement of Work will be at the Offeror's place of business. For the System Analysts/Programmer IV basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

4.5.2 Information. All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation. All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment. With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation.

4.6 Subcontracts/Consultants. Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks. In accordance with FAR 52.219-14 of the MATOC contracts, prime contractors employees shall perform at least 50 percent of the cost of contract performance incurred for personnel.

4.7 Security Requirements

a) Clearance Requirements. No classified information or requirements are anticipated. The Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, the selected Contractor will be required to execute a Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

4.8.1 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

4.8.2 Organizational Restrictions

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the ONR BD024, University Business Affairs Directorate.

5.0 Proposal Requirements

5.1 Proposal Format. The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the proposal (it can be submitted in sealed envelope) or mailed separately before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents. Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement. Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the

NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

5.3 Proposal Submission. The due date for receipt of proposals for this solicitation is no later than 2:00 P.M. EST on Thursday, 08 December 2005. All proposals must be uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

6.0 Evaluation Information

6.1 Evaluation Criteria. A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts

Price/Cost Factors

- (4) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2. Award. The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award of this Order is on or about 30 December 2005. The start date of this Order is on or about 23 January 2006.

7.0 Submission of Questions. Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments. Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly

check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

9.0 Point of Contact. The primary point of contact for this solicitation is Ms. LaQuia Geathers, Contract Specialist, and she can be reached by e-mail at geathel@onr.navy.mil and telephone at (703) 588-0475. The secondary point of contact for this solicitation is Mrs. Vera M. Carroll, Contracting Officer, and she can be reached by e-mail at carrolv@onr.navy.mil and telephone at (703) 696-2610.

Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research

The undersigned individual, _____, agrees, both in his personal capacity and as an employee of _____ as follows:

BACKGROUND

The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:

- i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
- ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
- iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
- iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
- v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
- vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.

The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.

The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files